



**NORTH DAKOTA**  
**CLASS DESCRIPTION**  
ND Human Resource Management Services  
Phone: (701) 328-3290

Class Codes: 7124

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**GOVERNOR'S RESIDENCE COOK**

GRADE G

**SCOPE OF WORK:**

Work involves food preparation and service at the Governor's residence in formal and informal settings.

**DUTIES PERFORMED AT ALL LEVELS:**

- Provide food and drink service to the First Family and their guests; prepare three meals per day, along with special event meals, banquets, and receptions serving up to 125+ guests.
- Participate in food and drink menu planning with the First Lady and/or Governor's Residence Manager.
- Create menu plans, check inventory, and analyze recipes for needed ingredients; compute amounts of ingredients needed for recipe preparation based on number of plates to be served; develop list of items needed for purchase; assist Governor's Residence Manager in purchasing and receiving materials required for the food service operation.
- Prepare appetizers, single and multi-course meals, desserts, beverages, condiments, snacks, etc. in accordance with special requests and preferences of the First Family and their guests; ensure foods are prepared, cooked, and served at safe temperatures.
- Determine and perform the appropriate method of cooking depending on the recipe requirements; observe and test food during preparation to ensure proper seasoning and proper cooking stages; monitor temperatures, palatability, nutritional value, and appearance; make adjustments as needed.
- Maintain cleanliness and organization of kitchen area, dining room, and state living room; assemble, disassemble, clean, adjust, and maintain equipment and supplies used in food preparation and cooking; clean and sanitize food preparation areas; maintain state's silver service inventory.
- May serve as lead worker; train others in proper food preparation, cleaning, and sanitizing procedures.
- Provide personal attendant services to the First Family.
- Provide back-up for the Governor's Residence Manager

<p><b>NOTE:</b> The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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MINIMUM QUALIFICATIONS:

Two years of culinary training from an accredited institution or two years cooking experience in a fine dining or formal environment.

Eff. Date: 11/13